

Answer All Questions Fully

STATE OF WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CHARLESTON, WV 25317

APPLICATION TO RECORD ON CERTIFICATE OF TITLE VOLUNTARY
LIEN CREATED AFTER ISSUANCE OF ORIGINAL TITLE

Title No. _____ issued the _____ day of _____, _____ (Month) (Year)
In the name of _____ (Owner of Vehicle)
Address _____ (Street) (City) (State) (Zip)

Description of Vehicle
Make _____ Year _____ Body Style _____
Serial Number _____

Statement Of Liens Created

1. Amount of Lien \$ _____ Nature of Lien _____ Date of Lien _____
In favor of _____
Address _____ (Street) (City) (State) (Zip)
Signature of Lienholder _____ Title _____

2. Amount of Lien \$ _____ Nature of Lien _____ Date of Lien _____
In favor of _____
Address _____ (Street) (City) (State) (Zip)
Signature of Lienholder _____ Title _____

I request the Division of Motor Vehicles to record a lien on the certificate of title on my above listed vehicle in favor of the above-named lienholder. I certify, under penalty of perjury, that the statements made herein are true and correct to the best of my knowledge and belief.

**** The brand "and" requires both owners' signatures****

Signature (x) _____
(Owner)

Signature (x) _____
(Owner)

INSTRUCTIONS

1. Forward this application and certificate of title together to the **DIVISION OF MOTOR VEHICLES, Capitol Complex, Building 3, Charleston, West Virginia 25317.**

Upon approval of the Application –

A. A new certificate of title will be issued on which will be recorded:

1. any unreleased liens shown on the current certificate of title; and,
2. the lien or liens listed on this application.

2. Fees for the above will be as follows:

For issuance of new certificate of title and for recording a voluntary lien or liens that were created after the issuance of the certificate of title submitted and shown upon this application (Fees: \$10.00 title and \$5.00 lien recording fee).

Total Fees Required: \$15.00 per title.

The new certificate of title will be forwarded by the Division to the holder of lien having first priority.

Any check tendered to this department which is not honored for payment by any banking institution will result in a \$10.00 service charge.